



# FLORENCE DARLINGTON TECHNICAL COLLEGE

## CORPORATE AND WORKFORCE DEVELOPMENT

# FALL 2020

## *Course Schedule*

### CPR CERTIFICATION

Learn how to save a life!

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### ADVANCED WELDING

Welding careers are hot!

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### CDL TRAINING

Five weeks to fast wages!

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Take a look at our  
schedule at  
**[www.fdtc.edu](http://www.fdtc.edu)**  
or call  
**843-413-2715.**



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# About Us

We are located on the first floor of the Southeastern Institute of Manufacturing and Technology (SiMT), at  
**1951 Pisgah Road, in Florence.**

**Business Hours for Corporate & Workforce Development:**

Monday – Thursday: 8:00 AM to 6:00 PM

Fridays: 8:00 AM to 4:00 PM

## Campus Locations



**Main Campus**  
2715 West Lucas St.  
Florence, SC



**Hartsville Campus**  
225 Swift Creek Rd.  
Hartsville, SC



**Health Sciences Campus (HSC)**  
320 West Cheves St.  
Florence, SC



**Technical College at the  
Continuum**  
208 West Main St.  
Lake City, SC 29560



**Mullins Campus**  
109 South Main St.  
Mullins, SC



# Customized Training For Your Business or Industry



Working with employers in our service area, we can provide refresher and new skills training for your existing workers, or help you recruit new employees and equip them with essential soft skills needed for the workplace with our **Employment Readiness Services**.

We will also work with you to help you maximize state incentives to help offset the cost of training for new and existing workers.

## Sample customized training available:

- MSSC Certified Production Technician Credential
- Machining
- Welding
- Industrial maintenance
- Leadership
- Supervisory Skills
- Computer and Software
- ISO and Quality Standards
- Truck Driver Training

Get started at  
**[www.fdtc.edu](http://www.fdtc.edu)**  
or call  
**843-413-2715**

The South Carolina state flag, featuring a white palmetto tree on a blue field with a white crescent moon in the upper left corner, is shown waving against a blue sky with white clouds.

**Give us a call today at  
843-413-2739 to let us see how  
we can help you take advantage  
of available state funds to  
train your workforce!**

## **Let us show you how to Save your company money and extend your training budget!**

**By utilizing available state funds to support workforce development for South Carolina employers, we can help you get the training your employees need, without exhausting your budget.**

We can assist you in applying for and securing Enterprise Zone funds and registered apprenticeship initiatives, to pay for training at little to no cost for your business.

Our list of available training topics is broad, but the following are common requests that we receive for training from Pee Dee area employers:

- Customer Service
- Forklift
- Supervisory Skills
- Leadership
- Welding
- Industrial Maintenance
- Manufacturing Certifications (OSHA, Six Sigma, etc.)
- Safety – First Responder, Confined Space, CPR, First Aid
- Machining
- Truck Driver Training
- ISO Quality Training

# HEALTHCARE



## CPR

Be prepared to save a life! No prior medical training is needed for this course, which leads to the American Heart Association Cardiopulmonary Resuscitation (CPR) Certification.

Health Science Campus / F165 / \$105

8/8/20	Sa	9:00AM - 3:00PM
8/13/20	Th	5:00PM - 11:00PM
8/22/20	Sa	9:00AM - 3:00PM
8/27/20	Th	5:00PM - 11:00PM
9/5/20	Sa	9:00AM - 3:00PM
9/10/20	Th	5:00PM - 11:00PM
9/19/20	Sa	9:00AM - 3:00PM
9/24/20	Th	5:00PM - 11:00PM
10/3/20	Sa	9:00AM - 3:00PM
10/8/20	Th	5:00PM - 11:00PM
10/17/20	Sa	9:00AM - 3:00PM
10/22/20	Th	5:00PM - 11:00PM
10/31/20	Sa	9:00AM - 3:00PM
11/5/20	Th	5:00PM - 11:00PM
11/14/20	Sa	9:00AM - 3:00PM
11/19/20	Th	5:00PM - 11:00PM
12/3/20	Th	5:00PM - 11:00PM
12/12/20	Sa	9:00AM - 3:00PM



CPR is a required prerequisite for all FDTC Nursing and Allied Health programs.



## PHLEBOTOMY TECHNICIAN

Get certified to work as a Phlebotomy Technician in just three months! With the completion of this course, you will be prepared to find employment as a Phlebotomy Technician in a hospital, physician's office, a diagnostic laboratory or blood donor center.

Various Locations / Rooms TBA / \$1495

8/21/20-12/11/20	F	8:00AM - 12:00PM	Lake City/Continuum
9/15/20 - 11/5/20	T Th	5:00PM - 9:00PM	Hartsville Campus
9/29/20 - 11/19/20	T Th	9:00AM - 1:00PM	Health Sciences Campus
10/5/20 - 12/2/20	M W	9:00AM - 1:00PM	Health Sciences Campus



## ADMINISTRATIVE MEDICAL ASSISTANT

Administrative Medical Assistants should enjoy strong employment opportunities for years to come, with a projected growth in job openings expected to grow 23% through 2024. (U.S.Bureau of Labor and Statistics) Demand for medical services will continue to climb, as the baby boomer population ages, and as healthcare practices expand to see more patients, the need for assistants to handle administrative duties will increase.

Various Locations & Online / Rooms TBA / \$1295

9/8/20 - 10/29/20	T	6:00PM - 9:00PM	Mullins Campus
09/14/20 - 11/06/20	M-F	8:00AM - 8:00PM	INTERNET
10/6/20 - 12/3/20	T Th	6:00PM - 9:00PM	Health Sciences Campus

## MEDICAL CODING SERIES

Medical Billing and Coding course is to familiarize students with the appropriate codes for a variety of circumstances and reporting methods. During the seventeen (17) weeks, it will cover the linkage of CPT coding, ICD-10-CM coding and HCPCS coding as well as basic medical terminology.

Health Sciences Campus / Room TBA / \$2495

8/18/20-3/11/21	T Th	5:30PM - 8:30PM
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# HEALTHCARE

## CERTIFIED NURSING ASSISTANT (CNA)

The American population is aging, and the demand for CNAs in healthcare is strong. This 100-hour course combines knowledge and demonstrable skills for individuals to provide nursing or nursing related services, and will prepare students to sit for the State Nurse Aide Exam and to become state-certified.

Mullins Campus (+ clinical) / Room TBA / \$1695

9/15/20 - 11/19/20	T - Th	3:30PM - 9:00PM
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clinical:	T - Th	3:30PM - 9:00PM
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## CERTIFIED NURSING ASSISTANT (CNA) REFRESHER/EXAM PREP

The Nursing Assistant Refresher and Exam Preparation course is a 6 hour (non-clinical) course designed to prepare students for the state certification exam, or update individuals who have been listed within the past two years on the South Carolina Nurse Aide Registry but let their certification lapse. This course is also a refresher for Nursing Assistants registered in another state (current or lapsed within the previous two years) who are seeking certification as a Nursing Assistant in South Carolina

5000 Building / Room TBA / \$150

8/7/20 - 8/7/20	F	9:00AM - 3:30PM
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## PATIENT CARE TECHNICIAN

Patient Care Technician (PCT) is a 64-hour course focusing on advanced nursing assisting skills. This consists of classroom instruction followed by skills lab to practice the knowledge gained throughout the coursework. After successful completion of the course, the student will be prepared to enroll for the National Healthcareer Association (NHA) certification exam for Patient Care Technician. Textbooks and exam fee is included in the tuition.

*Prerequisite: CNA State Certification Required*

5000 Building / Room TBA / \$1250

9/22/20 - 11/12/20	T Th	9:00AM - 1:00PM
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## MEDICAL SCRIBE SPECIALIST

Medical Scribe Specialist is a 12-week on-line accelerated course with on-line readings, exercises, review, and practice EMR input and documentation management. Students will understand the roles and responsibilities of a Medical Scribe to include ethical and legal requirements. They be prepared to assist healthcare providers in a clinical setting with the standard clinical documentation within the electronic healthcare record, as well as interpreting patients' complaints into medical language for coding and billing purposes. Upon successful completion of this course, students will be able to enroll for the Medical Scribe Certification Exam (MSCE) by the American Healthcare Documentation Professionals Group (AHDPG). The practice exam and certification exam fees are included in the tuition.

Online / \$1695

9/14/20 - 12/11/20	M-F	8:00AM - 8:00PM
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## EKG TECHNICIAN

EKG Technicians serve as valuable members of medical teams and interact directly with patients, helping to determine what is wrong with one of the body's most important organs – the heart. This course will prepare you to earn a stackable credential and be prepared to sit for the optional EKG Technician Certification exam offered by the National Healthcareer Association.

Health Sciences Campus (+clinical) / Room TBA / \$1495

9/28/20 - 11/19/20	M Th	5:30PM - 9:30PM
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clinical:	M Th	5:30PM - 9:30PM
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## PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION PREPARATION

Three training options!

The 12-hour Project Management Fundamentals course will provide instruction in how to initiate, plan, and execute a project that meets corporate objectives, and satisfies stakeholders. Identification of effective project management practices, and their related processes, are incorporated.

Designed for project managers, Microsoft Project is offered at two different levels – Introductory and Advanced. The Introductory level is approximately 8 hours in length, although additional time should be considered, especially for new users, for practice and inclusion of real applications. The Advanced level is also 8 hours in length, and expands on the knowledge of current MS Project users.

Call 843-413-2728 for an online class schedule

Online / \$1999

# INDUSTRY



## FORKLIFT (POWERED INDUSTRIAL VEHICLE – PIV)

This course will prepare you to safely operate a forklift. Many manufacturing employers in the Pee Dee seek certified Forklift Drivers regularly.

Florence-SiMT / S256 / \$159


9/4/20	F	8:00AM - 5:00PM
11/6/20	F	8:00AM - 5:00PM

## MANUFIRST SC

The ManuFirst SC certification is a 62-hour condensed, Lean manufacturing credential. Manufacturing careers in the Pee Dee are abundant, and students who successfully earn the certification will be prepared to enter the manufacturing workforce.

Continuum/Lake City / Room TBA / \$750

9/7/20 - 10/8/20	M-F	1:00PM - 4:00PM
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Earn two additional valuable manufacturing credentials, along with Forklift certification, in our Manufacturing Skills / Pre-Employment course.  
(this page - below)



## MANUFACTURING SKILLS / PRE-EMPLOYMENT

Get work-ready for manufacturing! This 32-hour course, completed in one week, prepares you to earn three valuable manufacturing credentials: Forklift Operator, OSHA 10 for General Industry and Six Sigma Yellowbelt.

Various Locations / Various Rooms / \$375

8/18/20 - 8/21/20	T-F	8:00AM - 5:00PM	SIMT/S252
9/8/20 - 9/11/20	T-F	8:00AM - 5:00PM	CONTINUUM/505
10/20/20 - 10/23/20	T-F	8:00AM - 5:00PM	SIMT/S252

# TRANSPORTATION

## TRUCK DRIVER TRAINING (CDL)

Five weeks to fast wages! This course will prepare you to sit for the CDL (Commercial Driver's License) exam, and to go to work as a truck driver.

Florence-SiMT & Off-site / S255 & TBA / \$4750

8/3/20 - 9/3/20	M-Th	7:00AM - 5:30PM	SiMT/S255
8/17/20 - 10/8/20	M-Th	7:00AM - 5:30PM	OFF-SITE/TBA
9/8/20 - 10/8/20	M-Th	7:00AM - 5:30PM	SiMT/S255
9/21/20 - 10/22/20	M-Th	7:00AM - 5:30PM	OFF-SITE/TBA
10/12/20 - 11/12/20	M-Th	7:00AM - 5:30PM	SiMT/S255
10/26/20 - 11/25/20	M-Th	7:00AM - 5:30PM	OFF-SITE/TBA
11/16/20 - 12/17/20	M-Th	7:00AM - 5:30PM	SiMT/S255
11/30/20 - 1/14/21	M-Th	7:00AM - 5:30PM	OFF-SITE/TBA

## HEAVY EQUIPMENT OPERATOR

This four-week course will prepare you to seek employment as a Heavy Equipment Operator. Classes begin every five weeks.

Florence-SiMT & / S256 / \$4500

8/3/20 - 8/27/20	M-Th	8:00AM - 5:00PM
9/7/20 - 10/1/20	M-Th	8:00AM - 5:00PM
10/12/20 - 11/5/20	M-Th	8:00AM - 5:00PM
11/16/20 - 12/11/20	M-Th	8:00AM - 5:00PM



Our truck driving students enjoy a nearly 100% employment rate!





# WELDING



In the Pee Dee, Honda SC Manufacturing hires many MIG welders.



Welding is for women, too! U.S. labor officials have documented a growing trend of more females entering the welding field, making a great career choice for women.

# WELDING

## BASIC MIG WELDING

Welding careers are hot! This course introduces Oxy / Acetylene and the safety equipment used in the process of Gas Metal Arc welding.

200 Building / 2109 / \$1750-\$1900

8/10/20 - 10/28/20	M W	5:30PM - 9:30PM
9/7/20 - 10/28/20	M W	5:30PM - 9:30PM
10/5/20 - 12/3/20	M W	5:30PM - 9:30PM
10/26/20 - 12/16/20	M W	5:30PM - 9:30PM
12/1/20 - 2/4/21	M W	5:30PM - 9:30PM

## ADVANCED MIG WELDING

Expand knowledge of Basic MIG welding. The Flux Core process is introduced in this course, designed to refine MIG welding skills.

200 Building / 2109 / \$1400

8/10/20 - 9/23/20	M W	5:30PM - 9:30PM
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## BASIC ARC WELDING

The National Association of Manufacturers predicts that the U.S. will need an additional 14 million welders by 2020. This course will prepare you with basic fundamental knowledge of ARC, or Stick welding, which is primarily used in construction and maintenance.

200 Building / 2109 / \$1750-\$1900

8/10/20 - 10/28/20	M W	5:30PM - 9:30PM
9/7/20 - 10/28/20	M W	5:30PM - 9:30PM
10/5/20 - 12/3/20	M W	5:30PM - 9:30PM
10/26/20 - 12/16/20	M W	5:30PM - 9:30PM
12/1/20 - 2/4/21	M W	5:30PM - 9:30PM

## ADVANCED ARC WELDING

This course advances skills learned in Basic ARC Welding, and sharpens ARC Welding aptitudes.

200 Building / 2109 / \$1400

8/10/20 - 9/23/20	M W	5:30PM - 9:30PM
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In the Florence area, General Electric employs many TIG welders

## BASIC TIG WELDING

TIG welders weld primarily aluminum, stainless steel and carbon steel, and can find employment in industries where clean environments are critical, such as medical equipment and food manufacturers.

200 Building / 2109 / \$1750-\$1900

8/10/20 - 10/28/20	M W	5:30PM - 9:30PM
9/7/20 - 10/28/20	M W	5:30PM - 9:30PM
10/5/20 - 12/3/20	M W	5:30PM - 9:30PM
10/26/20 - 12/16/20	M W	5:30PM - 9:30PM
12/1/20 - 2/4/21	M W	5:30PM - 9:30PM

## ADVANCED TIG WELDING

Advanced instruction in TIG welding techniques are provided in this course.

200 Building / 2107 / \$1400

8/10/20 - 9/23/20	M W	5:30PM - 9:30PM
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# WELDING



## ADVANCED WELDING - FABRICATION

This course further develops welders by teaching blueprint reading, lay out techniques, how to use industrial fabrication equipment, and how to apply welding skills learned in the basic welding courses. Also included in the course are OSHA 10, Forklift, and AWS D1.1 certification tests.

200 Building / 2109 / \$3900

9/7/20 - 10/28/20	M W	5:30PM - 9:30PM
10/5/20 - 12/3/20	M W	5:30PM - 9:30PM
10/26/20 - 12/16/20	M W	5:30PM - 9:30PM
11/30/20 - 2/4/21	M W	5:30PM - 9:30PM

## ADVANCED WELDING - STRUCTURAL

This course is designed for welders who want to focus on structural steel welding and erection. You will learn blueprint reading for structural steel, welding techniques for structural steel connections, and field fabrication techniques which build upon skills learned in the basic welding courses. You will also receive OSHA 10, Forklift, Aerial Lift, and AWS D1.1 certification tests.

200 Building / 2109 / \$3900

9/7/20 - 10/28/20	M W	5:30PM - 9:30PM
10/5/20 - 12/3/20	M W	5:30PM - 9:30PM
10/26/20 - 12/17/20	M W	5:30PM - 9:30PM
11/30/20 - 2/4/21	M W	5:30PM - 9:30PM



# SECURITY TRAINING

## SLED SAFEGUARD SC – CLASSROOM INSTRUCTOR TRAINING

This course will prepare you to deliver SLED instruction. Registration with SLED as a security officer with a licensed security company is required.

SiMT / S252 / \$550

9/28/20 - 10/2/20	M-F	8:30AM - 5:30PM
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## SLED SAFEGUARD SC – CLASSROOM FIREARMS INSTRUCTOR TRAINING

For currently registered SLED security officers, who work with a licensed security company, this course will provide instruction leading to SLED Firearms Certification. This course will provide instruction leading to SLED Firearms instruction training certification. Ammunition is not included in tuition.

SiMT / S249 / \$550

8/3/20 - 8/7/20	M-F	8:30AM - 5:30PM
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11/2/20 - 11/6/20	M-F	8:30AM - 5:30PM
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## SLED SAFEGUARD SC – CLASSROOM RECERTIFICATION

This course will prepare you to deliver SLED instruction. Registration with SLED as a security officer with a licensed security company is required. This course leads to annual recertification for private security training officers.

SiMT / S249 / \$115

8/11/20	T	8:30AM - 12:30PM
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9/8/20	T	8:30AM - 12:30PM
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10/13/20	T	8:30AM - 12:30PM
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11/10/20	T	8:30AM - 12:30PM
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12/8/20	T	8:30AM - 12:30PM
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## SLED SAFEGUARD SC – FIREARMS RECERTIFICATION

For private security officers who required by their company to carry handguns, this course is part of the recertification that is required annually. Ammunition is not included in tuition.

Offsite / \$115

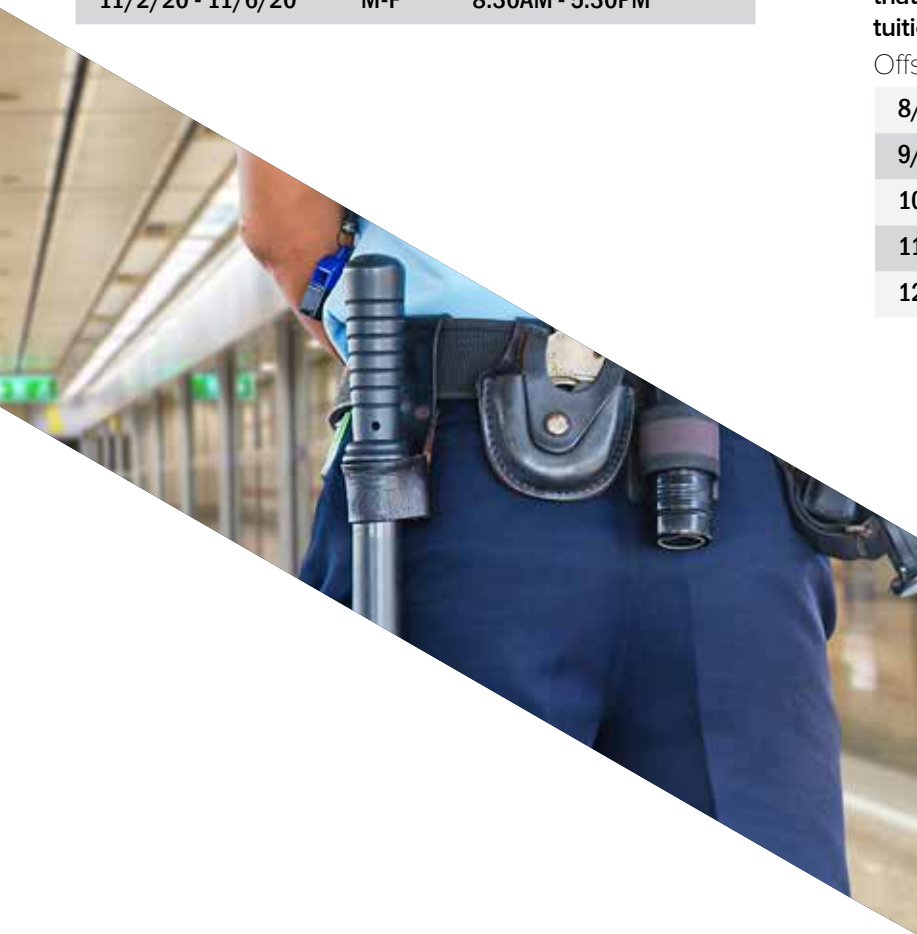
8/11/20	T	1:30PM - 5:30PM
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9/8/20	T	1:30PM - 5:30PM
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10/13/20	T	1:30PM - 5:30PM
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11/10/20	T	1:30PM - 5:30PM
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12/8/20	T	1:30PM - 5:30PM
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# SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)



**SHRM® CERTIFICATION**  
**SHRM-CP® AND SHRM-SCP®**

Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum provided in the 2018 SHRM Learning System is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™). Throughout the program HR professionals are encouraged to acquire the competencies and knowledge they'll need to effectively perform their jobs and achieve career success. The course is designed to help you learn and retain the material effectively and efficiently by combining the best exam preparation system with expert instruction and peer discussion.

## **SHRM LEARNING CENTER: CERTIFIED PROFESSIONAL AND SHRM SENIOR CERTIFIED PROFESSIONAL EXAM PREPARATION**

The certification preparation course is designed primarily for individuals seeking SHRM-CP or SHRM-SCP certification. Certification is a great choice for HR professionals who want to increase their knowledge, advance their skills, and earn recognition from the global community.

Online / \$1599

11/3/20 - 12/17/20

T Th

6:00PM - 9:00PM

# PERSONAL INTEREST



## DEFENSIVE DRIVING

This course teaches students how to reduce risks associated with driving by anticipating situations encountered on the road and making well-informed decisions behind the wheel. Successful completion of the course will lead to point reduction of up to 4 points, and an insurance process reduction, where eligible.

SiMT / S256 / \$125

8/1/20	Sa	8:00AM - 5:00PM
8/15/20	Sa	8:00AM - 5:00PM
9/5/20	Sa	8:00AM - 5:00PM
9/19/20	Sa	8:00AM - 5:00PM
10/3/20	Sa	8:00AM - 5:00PM
10/17/20	Sa	8:00AM - 5:00PM
11/7/20	Sa	8:00AM - 5:00PM
11/21/20	Sa	8:00AM - 5:00PM
12/5/20	Sa	8:00AM - 5:00PM



# Employment Readiness Services

## Corporate and Workforce Development

Florence-Darlington Technical College understands the importance of securing work-ready employees for entry-level positions in the workforce.

The ability to assess good work ethics and basic industry-specific skills, **before making an investment in a new employee**, can impact a company's bottom line significantly.

Through its **Employment Readiness Services**, the Corporate and Workforce Development Division of FDTC provides training for entry-level employees that will create and sustain an ongoing pool of prospective candidates for area manufacturing and industry.

FDTC's employment readiness programs allow business and industry to assess potential candidates for entry-level positions before they are hired and to extend job offers with the assurance that prospective employees have acquired skills and knowledge defined by the company.

We work with you to define curricula and required skills for jobs, schedule the training, and provide staff and equipment for delivery of instruction. Training can be delivered onsite at your facility or at any FDTC campus.



### Sample employment readiness topics:

- Company orientation and expectations
- Interpersonal skills
- Job-specific skill assessments
- WorkKeys testing
- Time management
- Survey of local resources for transportation and child care
- Job interview skills
- E-mail etiquette
- Financial literacy
- Conflict management
- Basic computer skills assessment
- Goal setting
- Soft skills
- Work ethics
- Balancing work and family

# Registration

## We Make Registering Easy!



**Register by phone** 843-413-2715



**Register in person** at any of our locations!



**Register by fax** 843-413-2717



**Register by mail** Send your registration form and payment to:

**FDTC / Corporate and Workforce Development**  
**P.O. Box 100548**  
**Florence, SC 29502**



## TUITION ASSISTANCE

Our tuition counselors will work with you to determine your eligibility for tuition assistance.

To schedule an appointment, please call **843-413-2715**.

**Policy on Non-Discrimination:** Florence-Darlington Technical College is an equal opportunity institution and Florence-Darlington Technical College does not discriminate on the basis of race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Educational amendments of 1972 and section 504 of the Rehabilitation Act of 1973, Florence-Darlington Technical College offers access and equal opportunity in its admissions policies, its academic programs and services, and its employment to disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The College's Title IX coordinator is the Director of Enrollment Management (843.661.8029). The Section 504 Coordinator is the Director of Internal Relations (843.661.8321). They can be reached at the following location: Florence-Darlington Technical College, 2715 West Lucas Street, P. O. Box 100548, Florence, South Carolina 29501-0548, 843.661.TECH (8324). Florence-Darlington Technical College operates under an "open door" policy that welcomes all students without regard to race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age. Admission to the College, however, does not mean students will be admitted immediately to a program with specialized admission requirements. This information is provided in compliance with the Student Right-to-Know and Campus Security Act of 1991 and the Crime Awareness and Campus Security Act of 1990.



**FLORENCE DARLINGTON TECHNICAL COLLEGE**  
**CORPORATE AND WORKFORCE DEVELOPMENT**

2715 W. Lucas Street  
Florence, SC 29502-0548

Non-Profit  
Organization  
U.S. Postage  
PAID  
Florence, SC 29501  
Permit No. 52